

Contractor Accreditation Process--Italy

DoD Contractor Personnel Office (DOCPER)

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Agenda

- **Definitions: Technical Representative (TR) and Civilian Personnel (CP)**
- **Benefits of TR/CP accreditation**
- **Basics of the TR/CP accreditation process**
- **Other residency issues**
- **Education/Experience Requirements for TRs and CPs**
- **Required contract/applicant information**
- **The renewal process**
- **Requesting reconsideration**
- **Soggiornos**

What is a Tech Rep?

From the 1995 Shell Agreement:

- **Technical representatives of firms having special relationship with USF, when they come to Italy for other than temporary visits.**

From the Tri-component Directive:

- **Possess high degree of skill/ knowledge in order to complete complex or scientific tasks, acquired through higher education or a long period of training/experience.**
- **The definition of a TR is broader than “Technical Experts” (Germany). The definition also includes:**
 - **Troop Care service providers (doctors, dentists, etc.)**
 - **Analytical Support service providers**

What are Civilian Personnel?

“Civilian Personnel” (CP) are closely affiliated with the United States Armed Forces and under their authority, but not employed directly by them, and not included in the Civilian component.

From the 1995 Shell Agreement:

- **Such as...essential personnel of the USO, Credit Unions, and Red Cross.**

From the Tri-component Directive:

- **Civilian Personnel (CP) may be treated similarly as members of the civilian component for purposes of individual logistical support.**
- **The definition of CP has been interpreted to include bank employees, university employees, religious activity resource personnel, and members of certain service organizations.**

Who is not a TR or CP?

The definitions of TR/CP do not include:

- **Sales representatives (e.g. Military Car Sales Program employees)**
- **General administrative or clerical personnel**
- **Warehouse personnel**
- **Personnel in any position that does not require significant experience, training, or education**

Why is the Accreditation Process Important?

- **TRs and CPs have legal status in Italy as accompanying the force**
 - **Passport with “mission visa”**
 - **Permission to reside and work (“mission soggiorno”)**
- **TRs and CPs have privileges similar to military members & DOD civilian employees, i.e., vehicle registration, gas coupons, PX/commissary**
 - **No Italian income taxes**
 - **No Italian residency permit issues**
 - **Certain legal protections**
- **Saves DoD money**
- **Avoids the “German bilateral model”**

Who can accredit TRs and CPs?

USEUCOM Policy Memorandum 04-04

- **On 24 August 2004, the EUCOM Chief of Staff addressed the issue of “Civilian Personnel Accreditation” in Italy in USEUCOM Policy Memorandum 04-04**
- **This policy memorandum reaffirms the role of the US Sending State Office (USSSO) as the EUCOM executive agent for TR and CP accreditation**
- **This policy memorandum also directs the Department of Defense Contractor Personnel Office (DOCPER) to process, on behalf of USSSO, TR and CP accreditation determinations for the service components and Defense Agencies in Italy**
- **The USSSO and DOCPER act for all service components and Defense Agencies in making accreditation determinations**
- **The USSSO renders all final determinations on**

When should the process begin?

- **The accreditation process starts after contract award**
- **The accreditation process should be completed before the individuals arrive in Italy**
 - **Contracted employees cannot legally enter Italy to perform work until they have received a mission visa**
 - **A mission visa is obtained at the Italian Consulate which is closest to the individual's home of record**
 - **The Italian Consulate will not issue a mission visa to a contracted employee unless they have been issued an accreditation letter from the USSSO through DOCPER**

Accrediting TRs and CPs

- **A three-part test for accreditation of TRs is laid out in the Tri-component Directive:**
 - **Is the job sufficiently complex, requiring a high degree of skill/ knowledge? (SOW, JD)**
 - **Is the individual qualified, and a US citizen?**
 - **Is the individual not ordinarily resident?**
- **A two-part test for accreditation of CP is laid out in the Shell Agreement of 1995:**
 - **Is the job/position necessary for the functioning of an organization closely affiliated with the US Forces**
 - **Is the individual qualified, a US citizen, and not ordinarily resident?**

How does a person become accredited?

- **The status accreditation begins when the COR (government representative) emails a copy of their COR designation letter or memo to DOCPER**
- **DOCPER then provides the COR with LOGIN access to the DOCPER Contractor Online Processing System (DCOPS)**
- **The COR provides DOCPER with information and documentation through DCOPS so that the contract can be reviewed and approved**
- **Once the contract has been approved, the COR then provides individual applicants with a login access to DCOPS**
- **The individual applicant provides the COR with information and documentation through DCOPS so that the individual application can be reviewed and approved**
- **Only the COR can make formal submissions to**

What is meant by “ordinarily resident?”

According to the Tri-Component Directive, an individual is determined to be ordinarily resident in Italy when:

- **They have resided in Italy for more than 90 days without any affiliation with the US Forces**
- **They have resided in Italy for more than 90 days and:**
 - **They have registered as a *residente* in the town where residing or;**
 - **They have taken other affirmative steps to avail themselves of permanent resident benefits such as registering to vote, applying for unemployment benefits in Italy, obtaining employment papers, registration with the Italian national health care system, etc.**
- **They have resided in Italy for any period of time under a *soggiorno* other than *per missione***

Other Residency Issues

There is no provision in Italy to allow short-term or temporary personnel (in Italy less than 90 days) to be accredited as TRs or CPs.

There's no set time-frame for "losing" OR status. There must be clear evidence that the individual left Italy with a clear intent of establishing a permanent residence outside of Italy

- **Leaving Italy for a short period is not sufficient**
- **Totality of evidence (HHG & family moved, paying taxes in US, etc.)**
- **The USSSO (through DOCPER) would require supporting documentation**

Education/Experience Requirements for TRs and CPs

TRs are expected to possess a high degree of skill/ knowledge in order to complete complex or scientific tasks, acquired through higher education or a long period of training and/or experience. The baseline requirement for approval of a TR position is:

- A bachelor's degree in a related field OR;**
- An associate's degree in a related field plus 4 years specialized experience OR;**
- At least 8 years of specialized experience and a High School diploma**

There is no education/experience requirement for CP positions

All resumes must show the entire work history (month/year to month/year with locations of where the work was performed in a chronological order

Required Contract Information

Within DCOPS, the COR will:

- **Provide the required contract information regarding the COR, the vendor, the vendor representative (PM), the positions, the position locations, etc.**
- **Upload the executed contract document**
- **Upload the PWS or SOW**
- **Upload the Job description(s) which articulate duties and minimum education/experience requirements**
- **Upload COR designation memo as signed by the Contracting Officer**

Required Applicant Information

Within DCOPS the applicant or the COR or PM will:

- **Generate the new applicant record and login (COR or PM only)**
- **Complete the Application form with general information about the applicant and applicant's family and all information necessary to determine if the applicant is ordinarily resident in Italy**
- **Upload the applicant's resume (entire work history, locations)**
- **Upload the applicant's offer letter or employment verification letter as signed by a company representative**
- **Upload the Approved job description**
- **Upload the Passport Picture page**
- **Submit the application for review (COR only)**

Renewal Process in Italy

- **Renewal of soggiorno/ID Card for TRs, FMS and CP Contractors**
- **Notify DOCPER Italy Team with the applicants name, and e-mail address**
- **We will generate a login in DCOPS for the applicant and set the status to: “Currently a TR needs soggiorno/ID Card renewal”**
- **The applicant needs to update the application “Italy Visits” and upload all required documents (updated Resume, current or expiring mission **Soggiorno**, Visa) and submit the application to the COR**
- **The COR reviews the application and when accurate submits the application to DOCPER.**
- **We review the application and provide a new DOCPER Accreditation Letter TRs and FMS a DD-1172-2 thru DCOPS.**
- **The applicant or the COR/PM can download the documents from DCOPS**

Reconsideration of Denial

- **The Company must prepare a formal request for reconsideration, in coordination with SJA**
 - **The request must be signed by an O-6 or above, or the civilian equivalent**
 - **The request must be submitted to DOCPER within 30 days of the decision for which reconsideration is requested**
- **The USSSO's reconsideration decision is final**

Request of Soggiorno

- **After entering Italy with a Mission visa, Contractors needs to apply for a Mission Soggiorno at the Questura Liaison Office on Base within 8 days of arrival**
 - **When a contractor employee Terminates the employment in Italy, they need to return the Soggiorno to the Questura Liaison Office on base**
- **The Pass and ID office will provide the contractor with a valid CAC card if the contractor has dependents on their DOCPER Letter they need to go with them to the ID Card office with proof of the dependent status (Passport, Birth Certificate for children, marriage certificate)**

ID Card Forms: IDs for Contractor Employees and "other Civilian Personnel"* Accredited in Italy by DOCPER
 *(less the Civilian Component)

Country	Contractor or Other Civilian Personnel	Documents Issued by DOCPER	ID Card Facility Action
Date: 22 Dec 10			
Italy	"Technical Representatives" (Contractors)	DD 1172-2 and DOCPER Letter of Accreditation	Issues CAC
	Bank Employees (Contractors)		Issues CAC
	University Employees (Contractors)		Issues CAC
	Religious Activity Resource Personnel (Contractors)		Issues CAC
	Credit Union Employees (Treated as Contractors)		Issues CAC
	Red Cross Employees (Treated as Contractors)		Issues CAC
	Foreign Military Sales (Contractors) Letter of Offer and Acceptance (LOA) must specify that contractor personnel are entitled to all rights and privileges accorded under the NATO SOFA and any related Implementing agreements.		Issues CAC FMS contractors are provided accreditation documentation as a courtesy to allow them to receive logistical support, if so entitled.
	Service Organization – United Services Organization (USO) – United Seamen's Service	DOCPER Letter of Accreditation and DD 1172 (NOT DD 1172-2)	Issues DD 2765
	Boy Scout / Girl Scout Executives and Certain Service organizations – Navy Marine Corps Relief Society – Army Emergency Relief – Air Force Aid Society	DOCPER Letter of Accreditation	DOCPER Letter of Accreditation will advise component ID card facility that it may issue appropriate component ID and Privilege Card, if authorized. Neither CAC nor DD 2765 is authorized.

Background Information

- **Bilateral Infrastructure Agreement (Classified)**
- **Shell Agreement**
- **Tri-component Directive**
- **Civilian Personnel Annex**

All the above can be found at:

USSSO Web site <http://italy.usembassy.gov/>

DOCPER Website:

<http://www.eur.army.mil/g1/content/CPD/docper.html>

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QUESTIONS